



## **CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS**

### **CAREER EXECUTIVE ASSIGNMENT**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<p><b>Chief Information Officer</b> <b>Information Technology Section, CEA 1</b></p>
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**FINAL FILING DATE:**        **October 31, 2008**

**LOCATION:**                **SACRAMENTO**

**SALARY RANGE:**        **\$6,173-\$7,838**

#### **POSITION DESCRIPTION**

Under the administrative direction of the Chief Administrative Officer, the Chief Information Officer (CIO) has full management responsibility for the operation of the Information Technology Section (ITS), providing the technologies necessary to meet mission-critical statewide programs, and ensuring effective and efficient operations for information technology services within the Department of Financial Institutions. The CIO plans, organizes and leads six major information technology areas within the ITS: enterprise network services, enterprise server services, security administration services, office automation services, application programming development and maintenance services, and internet/intranet development and design. The CIO is responsible for the administration and management, including strategic planning and policy development, of statewide technology systems that support the operation and management of Department of Financial Institutions programs.

#### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications by the final filing date:

**EITHER I:**    Must be a State civil service employee with permanent civil service status

**OR II:**        Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**OR III:**       Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **KNOWLEDGE AND ABILITIES**

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) program objectives; and a manager's role in the EEO program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO objectives.

These knowledge and abilities are expected to be obtained from supervisory/ administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other government settings or in a private organization.)

## **DESIRABLE QUALIFICATIONS**

1. Completion of an academic course of work at the college or university level, and training and experience in the different areas of information technology, as demonstrated through the attainment of various Information Technology certifications.
2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and motivate initiative at all levels, and exercise sound judgment in developing and managing statewide information technology systems in support of departmental programs.
3. Knowledge of the Department of Financial Institutions, including its administrative, program, fiscal, and legislative policies, services, operations and procedures.
4. Knowledge of the role of information technology in strategic business planning, i.e., information technology infrastructure architecture for mission critical systems.
5. Direct managerial experience with the planning, development, maintenance, installation, and support of information system applications in a regulatory environment.
6. Demonstrated ability to establish and maintain effective working relationships and credibility with program managers, contractors, employees, the vendor community and state control agencies, and gain the confidence and support of top level administrators.
7. Demonstrated knowledge and experience in information technology project development approaches that maximize capabilities and minimize risk to the department and the State.

8. Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with peers, program managers, state control agencies, and senior management.
9. Knowledge of team development, strategic planning, performance measurement tools, organizational assessment, and the ability to observe and learn new developments affecting financial institutions.
10. Demonstrated leadership ability in motivating and inspiring a multi-disciplinary team.
11. Knowledge and ability to employ continuous improvement techniques to initiate develop and implement changes in departmental processes.
12. Willingness to foster a work environment that enhances recruitment and retention.

**EXAMINATION INFORMATION:** A minimum rating of 70% must be attained to obtain list eligibility. A screening committee will review applications and Statements of Qualifications (see Filing Instructions). Only the most qualified competitors will be included in the interview portion of the examination. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next 12 months or a new examination may be scheduled. Each candidate shall be notified in writing of their examination results.

**FILING INSTRUCTIONS:** Applicants must file a standard state application (STD. Form 678), a resume, and a Statement of Qualifications. The Statement of Qualifications is a narrative discussion of how the candidate's education, skills, and experience meet the minimum and desirable qualifications for this position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Applicants who fail to submit a Statement of Qualifications will be eliminated from the examination.

Applications, resumes and Statements of Qualifications are to be submitted to:

Department of Financial Institutions  
Attention: James Dong  
1810 13<sup>th</sup> Street  
Sacramento, CA 95811

Questions concerning this examination should be directed to Karl Jaeger, at (916) 322-8896.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922